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AUTHOR Davis, Phyllis; And Others
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ABSTRACT

These criteria were designed to be used by school administrators, professional staff, and community representatives to assess school library programs and to provide a basis for establishing goals. In addition, information generated by the criteria might be used for the validation of exemplary programs and promising practices; self-appraisal; the development of long-range goals; planning for staff development, in-service and training activities; and/or disseminating information and improving public relations. A total of 33 criteria are listed in the following six categories: (1) Philosophy and Policy; (2) Administration and Management; (3) Staffing; (4) Resources; (5) Program; and (6) Evaluation. A five-point rating scale ranging from "not started" to "achieved" is included for each criterion. A rating Profile Sheet and a listing of the developers of the criteria are also included. (KM)

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Promising Practices

Criteria for Excellence

Library Programs

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CRITERIA FOR EXCELLENCE

SCHOOL LIBRARY PROGRAMS

These criteria were designed to be used by school administrators, professional staff and community representatives to assess school library programs and to provide a basis for establishing goals. Other possible uses for information generated by these criteria include:

Validation of exemplary programs and promising practices

Self-appraisal (by building, district, community level)

Developing of long range goals

Planning for staff development, inservice and training activities

Disseminating information and improving public relations.

Alaska Department of Education
P.O. Box F
Juneau, Alaska 99811

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CRITERIA OF EXCELLENCE FOR SCHOOL LIBRARY PROGRAMS

* This criteria is designed to evaluate the library program, as appropriate to the size of school, and not to compare with other schools.

PHILOSOPHY AND POLICY

1. The school board has adopted a written philosophy and procedures for the library program which includes the American Library Association Library Bill of Rights. 1 2 3 4 5

2. The school district has adopted a written policy which supports: 1 2 3 4 5
   - . intellectual freedom
   - . library standards
   - . interlibrary cooperation
   - . Confidentiality of Library Records law

ADMINISTRATION AND MANAGEMENT

3. The school library has a written procedures manual. 1 2 3 4 5

4. The local district and school administration are committed to the implementation and maintenance of the library program. 1 2 3 4 5

5. The school administration recruits qualified library personnel. 1 2 3 4 5

6. The school administration and library personnel foster cooperation with other library programs in the community and state. 1 2 3 4 5

7. The school administration and library personnel are committed to a library program which provides: 1 2 3 4 5
   - . quality services and materials
   - . independence in acquiring information
   - . a pleasant learning environment

Rating Scale:
(1) not started (2) started/little progress (3) some progress (4) almost achieved (5) achieved

8. Information about district budget procedures is provided to the librarian. 1 2 3 4 5
   - the librarian has input into the budget process
   - the librarian is responsible for monies spent on the library collection and program.

9. The school administration involves the librarian in curriculum development and review in all subjects. 1 2 3 4 5

STAFFING

10. A qualified individual(s) has been given authority, responsibility and time to develop and coordinate the total program. 1 2 3 4 5

11. Staff is hired to assist with routine tasks. 1 2 3 4 5

12. Library staff participate on a regular basis in workshops and inservices that enhance the library program. 1 2 3 4 5

RESOURCES

13. Collection 1 2 3 4 5

A. The library collection includes, but is not limited to:
   - Books
   - Computer software
   - Audio visual materials
   - Video tapes
   - Periodicals

B. The collection provides a broad range of materials to meet the requirements of all curriculum areas and student interest.

C. Appropriate and varied materials are provided to teachers and students to meet diverse instructional needs.

D. The library collection is organized and catalogued.

Rating Scale:
(1) not started (2) started/little progress (3) some progress (4) almost achieved (5) achieved

14. Budget 1 2 3 4 5

A. Adequate funds are available in the budget for the development, maintenance, and growth of the library program.

B. The librarian is involved in planning the budget.

15. Networking/Resource Sharing 1 2 3 4 5

A. The library participates in a networking system for the purpose of sharing library resources and information.

B. Students and teachers are introduced to outside sources of information such as:
   . public libraries
   . state library
   . museums

16. Facilities 1 2 3 4 5

A. There is adequate space to accommodate the resources and services of the library.

B. Specific areas exist for the following functions including but not limited to:
   . circulation
   . class instruction
   . computer use, distribution and storage
   . professional materials
   . audio visual equipment use, distribution and storage
   . reading and individual study
   . workroom
   . administration

C. The library is reserved for the library program during school hours.

D. The librarian participates in planning any new library facility or renovation.

Rating Scale:
(1) not started (2) started/little progress (3) some progress (4) almost achieved (5) achieved

17. Equipment 1 2 3 4 5

A. Specialized equipment is available to allow students and staff to produce unique instructional materials including but not limited to:
   - slide shows
   - video production
   - laminated materials
   - bound books

B. Specialized equipment is available to utilize information in various formats in the collection including but not limited to:
   - microfiche reader
   - video equipment
   - projectors

18. Volunteers 1 2 3 4 5
    There are procedures for recruiting and utilizing volunteers in the library program.

PROGRAM

19. The library program and collection is developed through a team effort involving teachers, administrators, students, parents, and library staff. 1 2 3 4 5

20. The program includes innovative and experimental elements that reflect current trends in instructional strategies, materials, and technology. 1 2 3 4 5

21. An information retrieval skills scope and sequence and curriculum exist and are used. 1 2 3 4 5

22. Learning activities lead students to acquire skills to become independent library users. 1 2 3 4 5

23. Information retrieval skills are integrated with daily classroom instruction. 1 2 3 4 5

Rating Scale:
(1) not started (2) started/little progress (3) some progress (4) almost achieved (5) achieved

24. Enrichment activities are made available to students and staff through library leadership such as:
    - reading motivation programs
    - author/illustrator visits
    - special displays

    1 2 3 4 5

25. Equipment, materials, and expertise are provided to students and staff in the production of instructional materials. 1 2 3 4 5

26. The librarian participates in curriculum development in all subjects. 1 2 3 4 5

27. Communication between school staff and library personnel exists to facilitate integration of the library into daily school activities. 1 2 3 4 5

28. Parents and community members are informed of the library program, goals, and activities. 1 2 3 4 5

29. An inservice program that encourages understanding and utilization of the library program is available to teachers and administrators. 1 2 3 4 5

30. Teachers participate in classroom activities in the library where possible. 1 2 3 4 5

31. A procedure exists to assess student progress in library skills. 1 2 3 4 5

EVALUATION

32. There is a process for evaluating the library program and for communicating results to the staff, administration and the community. 1 2 3 4 5

33. Students, parents, teachers, and the community are regularly involved in the evaluation of the library program. 1 2 3 4 5

Rating Scale:
(1) not started (2) started/little progress (3) some progress (4) almost achieved (5) achieved

Criteria for Excellence
LIBRARY PROGRAM

Profile Sheet

Rating Scale: Mark your rating for each numbered item on a scale of 1 to 5 or any point in between.

	Not Started	Started	Some Progress	Almost Achieved	Achieved
PHILOSOPHY AND POLICY	1	2	3	4	5
1 Philosophy Adopted					
2 District Policy					
ADMINISTRATION AND MANAGEMENT					
3 Procedures manual					
4 District and school commitment					
5 Qualified staff recruitment					
6 Foster cooperation					
7 Committed to quality services					
8 Budget information provided					
9 Curriculum development					
STAFFING					
10 Qualified individual					
11 Library staff					
12 Staff participation in inservice					
RESOURCES					
13 Library collection					
14 Budget					
15 Networking/resource sharing					
16 Facilities					
17 Equipment					
18 Volunteers					
PROGRAM					
19 Group involvement in program development					
20 Innovative elements					
21 Scope and sequence and curriculum					
22 Library skills					
23 Library skills integrated					
24 Enrichment activities					
25 Materials production					
26 Curriculum development participation					
27 School staff communication					
28 Program information disseminated					
29 Inservice available to staff					
30 Teacher participation					
31 Student assessment					
EVALUATION					
32 Program evaluation and communication					
33 Group involvement in evaluation					

The Criteria of Excellence for School Library Programs
was developed by:

Phyllis Davis, Librarian
Juneau School District

Jo Morse, State Library Media Specialist
Alaska Department of Education

Harriet McClain, Librarian
Sitka School District

Margaret Liebowitz, Librarian/Parent
Juneau

Sue Engen, Librarian
Juneau School District

Sue Zimmerman, Language Arts Teacher
Juneau School District

Bruce Johnson, Assistant Superintendent
Juneau School District

Sandra Berry, Facilitator
Alaska Department of Education

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Steve Cowper, Governor